



Nadleh Whut'en Indian Band (NWIB)
Administrative Assistant
2 Year Term Position 35.0 hours bi-weekly

PRIMARY RESPONSIBILITIES

1. Provides administrative support for the Lejac Indian Residential School (LIRS) Project
2. Organizes and maintains the Project calendar: attends and coordinates meetings/gatherings, arranges travel, training, statement gathering, wellness supports
3. Records and distributes complete meeting and/or gathering minutes
4. Assists with reporting requirements to the community and funders
5. Receives, prepares and dispatches information to and from the community
6. Establishes and maintains confidential files and records
7. Executes required documentation in accordance with NWIB administrative and financial policy and procedures
8. Contributes to the Project's success by accomplishing other duties as necessary

KNOWLEDGE

- Familiar with the Nadleh Whut'en community, culture, protocols and practices
- Familiar with the legacy of residential schools, the historical contexts and its impacts
- Familiar with Dakelh / Yinka Dene values and sensitivity to the LIRS project

SKILLS AND ABILITIES

- Proficient in:
 - Information technology (computers, mobile devices, etc)
 - Microsoft Office Suite applications (Word, Excel, Outlook & Powerpoint)
 - Virtual communication platforms (Zoom, Teams, etc)
 - Office equipment (phones, fax machines, printers, copiers and scanners)
- Exceptional interpersonal, written and verbal communication skills
- Database file management and records maintenance skills
- Attention to detail and problem-solving skills
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills and the ability to multi-task

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Grade 12 Dogwood Diploma or equivalent
- Applied Business Technology (ABT) Certificate beneficial
- Minimum of 3 years experience or equivalent combination of education and experience
- Valid Class 5 or 7 Drivers License and a reliable vehicle

Wage Range: \$17.86 to \$30.00 per hour based on qualifications and experience

To apply, e-mail a current resume in pdf format to tluggi@nadleh.ca

Application Deadline: 4:30 pm Monday September 16 2024 or until the position is filled

Only those meeting job qualifications will be contacted